TEST ON UNIT 4:

VISITORS

1) Fill in the gaps with the correct Word. The first letter has been given:

a. The Logistics Department D..... the products to the customer.

b. The IT Department M..... the computer systems and software.

c. The Sales Department G..... new business with customers.

d. The Production Department M..... the products in the factory.

e. The Accounts Department I..... customers for the products they bought.

f. The HR Department R..... new people to work in the company.

2) Use the cues to make questions. Use Simple Present / Simple Past / Present Continuous:

a. Who / you / report to ?

.....?

b. Where / subsidiaries / based ?

.....?

c. Who / the manager / deal with ?

.....?

d. When / they / join / the company ?

.....?

LIVEWORKSHEETS

e. you / work / on a project / this month ?

.....?

f. What / your department / do ?

.....?

g. What / you / be/ in charge of / in your previous job ?

.....?

h. who / report / to you / in your previous position?

.....?

i. Why / you / not come / to the office / these days ?

..... ?

j. all the subsidiaries / based / in Europe ?

.....?

k. who / deal with / customers / in your company / in general?

.....?

LIVEWORKSHEETS